

TAB

**SECRET**

19 November 1968

**MEMORANDUM FOR:**

**DDI/RMO**

25X1A

**SUBJECT : Review of Non-CIA Cable File as a Vital Record**

**REFERENCE : EX/DIR Memo dated 4 September 1968**  
**Subject: Purge of Inactive Records**

1. Cable Secretariat's Vital Records Schedule dated August 1966 contains as Item 2 a non-CIA Cable File (approximately 25 cu. ft.) described as:

"Copies of non-CIA cables arranged roughly in chronological order in which they were processed. Included are all categories, sensitive and non-sensitive and all classifications including TOP SECRET."

The file contains all State, USIA, AID, FBI, and military attache reporting but excludes day-to-day military reporting, the majority of which receive limited dissemination of raw teletype copies to avoid formal reproduction. Deposits are made two or three times a week for retention for three months. Disposition instructions provide for automatic Records Center destruction of packages more than three months old. This item was incorporated in our schedule as a result of the transfer of OCR/Cable Branch to the Cable Secretariat in January 1961.

2. In view of reference and the critical shortage of storage space at the Records Center, it is requested that the need to continue this file as a Vital Record be reviewed with OCI, CRS, and other DDI Units. It is my recollection that it was originally designated as a Vital Record by OCR/CB to serve as background material for OCI Branch operations at the emergency relocation site should evacuation of Headquarters be ordered.

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Excluded from automatic  
downgrading and  
declassification

3. Cable Secretariat will continue to maintain this file according to the understanding stated above subject to advice from you that it should or should not continue. If it is to continue as a Vital Record deposit, please advise the name(s) of DDI Unit(s) primarily concerned.

  
Deputy Cable Secretary

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